

Millstadt District Library Board Minutes

Place: Village Meeting Room

115 West Laurel St., Millstadt, IL 62260

Date: 8/9/23

Time: 7:00 pm

1) Call to Order

The meeting was called to order by President Traci Juhas. Those physically in attendance were Traci Juhas, Janice Seidlitz, Roxy Jenkins, Bob Englebretson, Patti French, Heather Erwin, Ben Steppig, the Decennial committee, and Director Nichole Lauko.

2) Appearances & Correspondence

Received a letter from St. James requesting a Dinner Auction donation. Patti made a motion to donate a non-resident card to STJ auction, Heather Erwin seconded the motion and the motion carried.

Letter of property assessment showed a +13.84% difference from last year.

Decennial Committee Meeting Minutes we read as well as Fundraising Committee Meeting Minutes.

3) Review and Approval of all Minutes

Heather Erwin made a motion to approve all minutes as read, Patti French seconded the motion and the motion carried.

4) Review and Approval of Treasurer's Report Janice Seidlitz read the Treasurer's Report. Patti French made a motion to move \$50k to CD in Central Bank that will be completed by Janice Seidlitz and Heather Erwin, with Janice Seidlitz seconding the motion. The motion carried.

After a correction to the report - maturity date for bottom CD - is made, the report can be filed for audit.

5) Librarian's Report w/ Summary of Statistics Report for the Current Year

Presented by Nichole Lauko. Total bills presented were \$5462.95. An itemized list of the monthly library statistics included: 172 hours open; 1194 Adult Items; 98 Youth Items; 1861 Total Circulation; 8.1 items checked out per hour; 219 requested items and 685 loaned items. There were 88 computer users; 1180 in attendance; and 267 e-books. The following is a list of hours worked by the library staff: Emma 64.5, Nichole 160, Elizabeth 84.75, and Megan 94.5. Bob Englebretson made the motion to pay the bills and add \$8,000 to the payroll. Patti French seconded the motion and the motion carried.

Nichole Lauko will post a reminder to complete the survey for the LTC Accessibility Grant- Survey was sent out in the newsletter, on Facebook and Millstadt News with a QR code.

6) New Business

Assessed Budget- Slight increase in salaries is justified due to the Director's raise and additional hours. Additional changes include: 2 - Books includes periodicals. 3 - "Other materials" includes gaming systems, media that can be checked out. Increase in maintenance and supply as well as copier. Copier cost should lower as the year goes on with the new machine. Increase in programs. Operating systems went up. New building - lower amount- move \$2500 up to salaries (salaries 101,500, 13 promotional 800 and 12 new building to 2000). Legal expenses added - price is based on last year's prices. Total operating budget \$146,933

Patti French made a motion to approve the budget as read and Heather Erwin seconded. The motion carried.

Levy Decennial Committee Report Approval

An official "thank you" was given to the decennial committee. The committee noted it was hard to find where improvements were needed. Library strengths include extraordinary grant and award winning. One change would be providing more adult-centered programming and discussing the possibility of concurrent programs with child programs. Janice Seidlitz made a motion to approve the budget as read and Patti French seconded. The motion carried. The report will be sent to the county for approval.

Annual Receipts and Disbursements

All is up-to-date, and needs to include what was spent and earned which will be automatically pulled from financial reports. To be submitted to the state and county clerk by September 1st. Traci Juhas made a motion to approve the budget as read and Roxy

Jenkins seconded. The motion carried.

Treasurer's Audit

Patti French made a motion to approve the budget as read and Roxy Jenkins seconded. The motion carried.

7) Building Committee

The board discussed and accepted remodel quotes from the following businesses: CORD book movers, MEI Electric, Dave Whittington Paint, Millstadt Flooring, Tom's Building and Repair. Janice Seidlitz made a motion to allocate \$40,000 to a remodel budget and Bob Englebretson seconded. The motion carried.

8) Fundraising Committee

9) Old Business

Farmland Update - Schaller Farms presented Farm Land Cash Lease Agreement, in effect for 3 years at the rate of \$200 per year of rent. Janice Seidlitz made a motion to accept the agreement and Heather Erwin seconded. The motion carried.

10) Upcoming Business for September

File Certificate with County Clerk/Illinois State Library with Board Trustee Information
Finalize Yearly Budget and Levy.

Building committee meeting will be set to secure contracts.

Ben Steppig stepped forward to learn about the board. He will let Nichole know if he plans to join.

11) Citizen's Comment

12) Executive Session

13) Meeting Adjourned

There being no further business, the meeting was adjourned by President Traci Juhas.

Respectfully submitted.

Roxy Jenkins